From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Staples Desktop Deliveries
Date: Thursday, February 26, 2026 3:20:22 PM
Attachments: ATT00001.txt



Staples Desktop Deliveries

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Sent on behalf of: Distribution Services/Procurement & Contracts

Dear PCBO Community,

It has come to our attention that requestors are encountering occasional issues with Staples desktop deliveries. To resolve any delivery issues (missed delivery, damaged items, incomplete orders), please take the following steps:

- Double check the requisition to make sure the correct campus address is in "Address Information" under the "Ship to" field. The "Attn:" field should have your name and campus location (suite, building, etc.).
- Contact Staples Customer Service directly through the P2P Punchout or by contacting the phone number on their Shipment Confirmation.
- A secondary ticket may be submitted to P2P with the order details for review and coordination with Staples at the systemwide level.

Thank you, and we apologize for any inconvenience!

Distribution Services and Procurement and Contracts